

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ASSISTANT PUBLIC WORKS DIRECTOR
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs highly professional administrative, supervisory and technical work in the City's Public Works Department. Employee reports to the Public Works Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for planning, organizing, analyzing and coordinating administrative activities of the Public Works Department; and assists the Director with planning, organizing, analyzing and coordinating the operational activities of the Public Works Department. Work involves coordinating and supervising streets, sanitation, fleet, and administrative divisions; and planning construction and maintenance programs for the operations, including budgetary planning. Employee represents the City and department on engineering-related projects and serves as liaison and technical consultant in the absence of the Director. Work also involves maintaining departmental computer files; preparing reports and presentations; developing plans and operational policies and procedures; and addressing and resolving personnel matters and complaints from the general public. Supervision is exercised over a staff of division directors, and technical and clerical personnel. Employee represents the City on some engineering-related projects and serves as liaison and technical consultant for the City in the absence of the Director. Tact and courtesy are required in frequent contact with contractors, vendors, consultants and the general public. Extensive judgment is required in making decisions with a high degree of accountability. Work is performed with considerable independence under limited supervision of the Public Works Director and is evaluated through conferences and the analysis of program achievements.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, supervises and directs various assigned activities and personnel including the streets, sanitation, fleet, and administrative activities; monitors and reviews the work of operating divisions directors and resolves problems encountered; assists in troubleshooting and resolving difficult maintenance problems.

Performs special projects for the Public Works Director including street surveys and utility relocation; assists the Director in the overall operation of the Department; assists in the preparation and control of the departmental budget.

Supervises, coordinates and monitors the work of division directors as required.

Manages street closing petitions, street acceptance petitions, street right-of-way encroachment agreements, and municipal agreements; reviews development plans and

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project plans, and provides staff reports, and represents the department on the Technical Review Committee.

Manages the City's street light program to include coordination with utilities, rates, bill consolidation, integration of new technologies, placement, public safety, etc.

Receives and investigates complaints, requests or inquiries from the general public pertaining to departmental services or programs, conferring with those affected and addressing as appropriate; receives and investigates inquiries and complaints pertaining to personnel matters and addresses as appropriate.

Establishes operational procedures and methods to ensure operational compliance with federal, state and local laws, regulations and guidelines.

Provides necessary training with supervisors and line level subordinates to ensure compliance with all City and departmental administrative and operating policies.

Performs engineering tasks, including plan development, cost estimates, plan approval and project management.

Prepares special and periodic operating and technical reports and studies.

Manages City bridge inspection and capital replacement program.

Prepares and/or reviews operational progress service plans.

ADDITIONAL JOB FUNCTIONS

Performs related work assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the policies, procedures, practices, and organization of the department of assignment.

Considerable knowledge of the principles, practices, procedures and philosophies of municipal public works construction and maintenance.

Considerable knowledge of assigning, directing, supervising and evaluating the activities of subordinate personnel.

Considerable knowledge to work in a consulting capacity, provide leadership and generate trust in contact with public officials at a variety of levels of authority and influence.

Considerable knowledge of the hazards and safety precautions involved in public works construction and maintenance.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the current literature, trends and developments in the field of municipal public works construction and maintenance.

General knowledge of the methods and techniques of a modern sanitation program.

General knowledge of the operation of moderate to heavy motorized equipment.

General knowledge of accepted standard bookkeeping and accounting practices and procedures as applicable to governmental transactions.

General knowledge of the operation of various construction equipment to include hand and power tools.

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Skill in financing sources and programs available through public and private funding agencies, and of the requirements and standards for obtaining and retaining grant-funded programs.

Skill in the use of popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to perform research and compile data from various sources and prepare reports from such data.

Ability to prepare and maintain detailed records.

Ability to read and interpret blueprints and engineering specifications.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with the public and with contractors employed by the City.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in civil engineering, public administration, or a related field, with a Professional Engineer preferred, and 3 to 5 years of progressively responsible experience in municipal engineering work, including supervisory experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

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Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Exempt
Salary Grade 25